

**CRANSTON SCHOOL COMMITTEE MEETING
JANUARY 19, 2016
WESTERN HILLS MIDDLE SCHOOL
400 PHENIX AVENUE, CRANSTON, RI 02920
EXECUTIVE SESSION – 6:00 P.M.
IMMEDIATELY FOLLOWED BY PUBLIC MEETING
IMMEDIATELY FOLLOWED BY PUBLIC BUDGET WORK SESSION**

MINUTES

The School Committee meeting was held on the evening of the above date at Western Hills Middle School with the following members present: Chairperson Ruggieri, Mrs. Culhane; Mr. Colford; Mr. Fusco, Mr. Gale, Mr. Traficante and Mr. Wall. Attorney Cascione was present during Executive Session.

The meeting was called to order at 6:00 p.m. **It was moved by Mr. Gale; seconded by Mr. Wall to convene to Executive Session pursuant to RI State Laws. The roll was called; all were in favor: Mr. Colford – Yes; Mrs. Culhane – Yes; Mr. Fusco – Yes; Mr. Gale – Yes ; Mrs. Ruggieri – Yes; Mr. Traficante – Yes; Mr. Wall – Yes:**

PL 42-46-5(a)(1) Personnel:

PL 42-46-5(a)(2) Collective Bargaining/Litigation:

PL 42-46-5(3)

A. District Safety Plan

Call to Order - Public Session at 6:59 p.m.

The roll was called; a Quorum was present

Executive Session Minutes were sealed – Mrs. Ruggieri stated that no votes were taken in Executive Session and that all personnel listed above were notified. **A motion was made to seal the minutes of the executive session by Mr. Wall; seconded by Mrs. Culhane. The roll was called; all were in favor: Mr. Colford – Yes; Mrs. Culhane – Yes; Mr. Fusco – Yes; Mr. Gale – Yes ; Mrs. Ruggieri – Yes; Mr. Traficante – Yes; Mr. Wall – Yes**

Minutes of Previous Meetings Approved – None

Public Acknowledgements/Communications – None

Chairperson's Communications

Chairperson Ruggieri stated – It is very nice to see so many people here tonight for our most important meeting, the Superintendent's Budget presentation.

I am going to talk a little bit tonight about Policy 1330. I decided that the best approach would be to tell the story behind these revisions. This is not a new policy, just a revision of a policy that is not being followed. I apologize in advance for the length but I think it is important that people are given clear and concise information directly from the source. First, I do owe the organizations an apology. It was brought to my attention by Mr. Fusco that there was a large omission that has caused concern for many of you tonight. I am human and I make mistakes but I will admit when I make them. The building usage fees exemption still stands as it was. That line was inadvertently left off the final draft and in reading this 100 times, I missed it. That will be fixed and I apologize. Several months ago I was approached by the head of one of the organizations that have been renting our facilities for a very long time. He had a concern over a bill he received. In reviewing his bills and the permits we discovered several issues. We were able to resolve their issues, but it opened our eyes to a larger problem. The Plant and Operations Department has been a department that for way too long ran as its own little kingdom. No improvements were made and things ran the "way they always did". As we move forward with a new Plant Operations office we are making changes that improve the District as a whole. This department relied on paper forms and very little recordkeeping. Ask anyone who has filled out permit forms can tell you it was not unusual for forms to go missing, buildings to be locked when organizations showed up, double bookings and other issues. This policy was not followed when it came to charges and we were sometimes unable to use our own buildings because they had been booked to an outside organization. We did find that one organization had not been charged as they should have been, through no fault of their own and that will be changed as it is only fair to the 40 organizations that have been paying this same fee. This is where we begin to see the need to revise the policy and bring this department to the computer age. Schedules will be online so that we will be able to know who is in our buildings and when. Forms will be available online, we will be able to track fees, track rental needs and basically have control back. In addition, we need to make sure that the School Department is following safety and health regulations so if an organization is using our stoves there is someone who knows how to use the equipment is present, as an example.

What I have done in revising this policy is to address all of the issues that we discovered. We will have a uniform policy with terms and conditions that will be followed because we will be able to have a record of the permits and applications. We will have organizations all being charged fairly and exactly the same. There were a few concerns brought to our attention that will be fixed tonight, most notably the omission of the exclusions for PTA and 501C3 and other non-profit organizations. The second change will be the removal of the increase for insurance. It was not my intention to increase this amount so as to cost the organizations. I was simply using a standard set by other districts. Lastly, the request for the listing of participants will be removed. While I still feel there should be a record of students participating in these, I will leave that up to the groups to provide for themselves for sign-ins during their events.

This School Department is not trying to make money off of anyone. That is not the intent of the fees. There are fees associated with any rental and it does go back into the budget and not in anyone's pockets. If you looked at other districts you would see that we are actually not charging a high rate and that every district charges for usage. It is my hope that hearing the entire story from the School Committee and most importantly from the person who did the work on this policy that you have a better understanding of the process and that all of the surrounding issues that have occurred on Facebook, in a petition and in email could have all been avoided if someone had just asked a question first. All of us are available by email and by phone and if you see us around in person ask us any questions and the questions should be asked to the people who are doing the work.

Superintendent's Communications

Superintendent Nota-Masse stated – I do have a couple of things to discuss this evening. All good stuff and the top two things are related to students, which is always a favorite topic to discuss. Here at Western Hills many of you hopefully have seen on our Facebook page and through Twitter and through Listservs throughout all the schools, there is the Verizon App Challenge Team. This is our 3rd year that we have had a very successful team of students who have worked hard together and are in the national completion for the Verizon App Challenge. This is a very big deal for them. With the assistance of Mr. Blackburn, they have done a ton of work. This goes directly to coding and students use of technology that goes beyond just sitting in front of a computer. I would encourage you to look on our Facebook page about this. Please vote for our team. There is a number you can text a code to. It takes just a second and our kids would be very grateful for your support on that. They will receive \$15,000 if they win. They already won \$5,000.

I had the privilege of attending a presentation from the Cranston High School East Media Studies class which is taught by Mr. Peter Silva. Mr. Silva is an amazing, inspirational teacher over at East. His class did a PSA (Public Service Announcement) regarding attendance and how it is critical to student success. It is all done by students. I was able to go there this morning and talk to them, which is a great way to start the day. Just to see the work they have done and the efforts they put into it, is amazing. We will be sending that out to all of our schools so that all of the students can see the work that the students at East have done. Again, I think that it is extremely important for our students to be reminded to come to school, on time, every day is very important. We will make sure we get that out to our students.

I hope that all parents and faculty got the Snow Memo that was sent out last week. It was just right after we had all that nice 60 degree weather. It gives you very specific places to go for information. It just provides information so that you know how we go about closing buildings, delays, etc. I hope that we will be able to use the delay option with more flexibility now that the Department of Education has allowed us to use it. I know it creates havoc for parents, but it also allows us to not have 6 makeup days like we did last year. Please stay tuned. We try and get information out as quickly and thoroughly as possible. I know we are anticipating some snow at the end of the week. Great job by Mr. Collins and his staff for having the buildings ready to go this morning. If you have not received the memo, please contact your building principal.

School Committee Member Communications

Mrs. Culhane stated – I am going to briefly speak on Policy No. 1330. I posted a picture on Facebook today after having been tagged several times in a couple of Facebook comments on other pages. It basically says if you see it on the internet it must be true, which we all know that is not true. I would like to thank people who have reached out to many of us for clarification and a better understanding. I would like to also say that it is a sad state of times when people have access to the proper information and refuse to try and get it first before instigating what seems to be mayhem. I had a couple of people reach out to me and I clarified their questions and they were very happy with the answers and it was solved. If that had been done in the first place, I think that we could have alleviated a lot of concern. I am a parent volunteer, as we all are on the School Committee. None of us are trying to line our pockets, which is one thing I read. We are unpaid. None of us are crooks.

We are here for the interest of the students and the tax payers. Any funds that we are trying to recoup in setting these fees are not just what the custodians are paid. It goes towards maintenance, heating and lighting of the building. We open these buildings and we are not just paying the people to be here, we have to pay to maintain the building as well, which is where the fees come from. This is not a number we pull out of the sky. I would just implore everyone as they are moving about their days, there is no Cranston Public Schools snopes.com. The members of the School Committee telephone numbers are all public and if there is a question, instead of in sighting fury on a Facebook page, pick up the phone and give us a call to get the proper information. We are always happy to answer any questions.

Mr. Wall stated – First, I would like to say with all due respect to the work that the Chair and other members of the School Committee have put into the policy. It is an important policy. It is evident that it is important to a lot of members of the community. It is also evident by texts, emails and phone calls. The current policy was adopted by our predecessors on this board in 1997. It was amended again in 2007. A lot of things have changed over the years. However, I hope that something that has not changed is our willingness to make our facilities available to the public and community organizations. That being said, I myself have a number of serious concerns with this policy. Not because I think people are being disingenuous or trying to make money. When the policy comes to be taken off the table, I intend to vote against it. If it does come off the table, I intend to offer several amendments that I have written down. It is not because I think the Chair was doing anything wrong, I just think this policy needs to be reviewed.

Mr. Gale stated that he would like to make a motion to suspend the rules; seconded by Mr. Traficante. The roll was called; all were in favor.

Mr. Gale stated that he would like to make a motion to remove Resolution 15-12-16 from the table; seconded by Mr. Traficante. Discussion followed.

The reason I made a motion to suspend the rules and to remove this from the table is because the discussion on Policy 1330 is a tabled resolution and if we did not pull it off the table, we would not be able to legally discuss it. It is being un-tabled so that anyone who wants to come up and speak about it, can.

The roll was called; Mr. Colford – Yes; Mrs. Culhane – Yes; Mr. Fusco – Yes; Mr. Gale – Yes ; Mrs. Ruggieri – Yes; Mr. Traficante – Yes; Mr. Wall – No.

Public Hearing

Students (Agenda/Non-Agenda Matters)

- Aiden Sensor – Student – Spoke on BASICS Program.

Members of the Public (Agenda Matters Only)

- Kerry Kelleher, 83 Freedom Drive, Cranston, RI – Spoke on Resolution No. 15-12-16
- Bill Pine, 85 Sefton Drive, Cranston, RI – Spoke on Resolution No. 15-12-16

Consent Calendar/Consent Agenda

The following resolutions were unanimously adopted under the Consent Agenda:

16-1-3; 16-1-4; 16-1-5; 16-1-6; 16-1-7; 16-1-8; 16-1-9; 16-1-10; 16-1-11 and 16-1-12

A motion was made to approve by Mrs. Culhane; seconded by Mr. Colford. The roll was called; all were in favor.

Action Calendar/Action Agenda

RESOLUTIONS

Resolution No. 16-01-03 Whereas, the Cranston East Thunderbolt Band and Emerald Encore travelled to New Britain CT on October 31, 2015 and successfully defended their US Bands Division II Open New England Championship. The 2015 show, titled 'How to Survive a Zombie Apocalypse' won first place with a score of 92.563 and award for Best Music.

Whereas, the band traveled to Lawrence MA on November 1, 2015 to participate in the New England Scholastic Band Association, New England Marching Band Championship. There, they competed in a higher division against eight other New England schools and finished in Third Place with a score of 93.20.

Be it RESOLVED, that the Cranston School Committee wishes to recognize and congratulate the leaders and the following members of the band, as well as, Co-Directors, Mark Colozzi and Greg Arsenault along with Emerald Encore Director Roxanne Gustafson.

DRUM MAJORS - Jody Huang and Taylor Rainho; **PICCOLO** - Cody Kong; **CLARINET** - Timothy Khiev, Bernadette Linsangan, Patrick Maguire, Daniel Norridge, Sienna Racal and Jessica Wong; **ALTO SAXOPHONE** - Jeramiah Coss and Troy Santopadre; **TRUMPET** - Jason Jimenez, Kelvin Jimenez(*), Joshua Nelson, Jonathan Penta; **TENOR SAXOPHONE** - Adrian Cartagena, Jody Huang, Taylor Rainho and Timothy Thongvilay; **TROMBONE** - Kevin Aldana, Justin Cruz(*) and Roland Hanson; **TUBA** - Steven Khiev and Peter Vannini; **SNARE** - Cole Araby(*), Talia Parente and Crosby Ribera; **MULTI-TENOR** - Keenan Dunleavy and Patrick Wynn; **BASS DRUM** - Baeli Carroll; Benjamin Cruz; Joshua Deland and Jacob McLane; **FRONT ENSEMBLE** - Chelsea Asare, Molly Botts, Catalina Cortez, Darien Di Naro, John Rei, Joseph Scungio and Thomas Yahey; **EMERALD ENCORE** - Jenna Barbarisi, Paloma Borgia, Sebastian Borgia, Hayley Calderara, Bianca Duran, Domenic Fusco, III and Kailey Fusco; **MELLOPHONE** - Giovany Jimenez; Jacob Nelson; Hanna van Bella; Moises Velasquez; Shevanna Yee (*Section Captain);

Be it further **RESOLVED**, that they receive a copy of this Resolution signed by the members of the Cranston School Committee.

Please note that this resolution was previously placed on the December 14, 2015 Agenda. However, some names were inadvertently omitted and is being placed on this agenda for acknowledgment of all participants and NO presentation of certificates will take place

ADMINISTRATION

PERSONNEL

Resolution No. 16-01-04 **RESOLVED**, that the Memorandum of Agreement between the Cranston School Committee and the Cranston Teachers' Alliance revising Article XVIII, the teacher evaluation section, be accepted **(See attached)**.

Resolution No. 16-01-05 **RESOLVED**, that the Memorandum of Agreement between the Cranston School Committee and the Cranston Teachers' Alliance that outlines the plan to staff the full day kindergarten programs and to move the 6th grade back into the middle schools be accepted **(See attached)**.

Resolution No. 16-01-06 **RESOLVED**, that at the recommendation of the Superintendent, the School Committee approve a salary adjustment for a certified administrator effective January 19, 2016 **(see attached Salary Adjustment Worksheet)**.

Resolution No. 16-01-07 **RESOLVED**, that at the recommendation of the Superintendent, the following certified personnel be appointed as substitutes on a temporary basis as needed:

April Altieri, Elementary 1-6
Dawn Harty, Nurse-Teacher
Cody Warnock, Health & Physical Education PK-12
Katherine Hitte, Elementary 1-6
Holly Bedrosian, Elementary 1-6
Jeffrey Lumb, Social Studies 7-12
Justin Medeiros, Health & Physical Education Pk-12

Resolution No 16-01-08 **RESOLVED**, that at the recommendation of the Superintendent, the retirement of the following certified personnel be accepted:

Mildred Moreira, Teacher
Gladstone
Effective Date...June 30, 2016

Superintendent Nota-Masse noted that two people that will be retiring. First, Mildred Moreira a/k/a Mimi, has been at Gladstone for 22 years as an ESL teacher. I know the amazing work she has done with those students and best of luck to her as she retires.

Also, Joanne Voccio **(Resolution No. 16-01-12)** who is a Special Education teacher assistant, most recently at Waterman is retiring after 26 years in the District. We wish her the best of luck as well.

Resolution No. 16-01-09 **RESOLVED**, that at the recommendation of the Superintendent, the resignation of the following coach(es) be accepted:

Christopher Sullivan, Head Coach Co-ed Golf

Cranston West
Effective date...January 11, 2016

Resolution No. 16-01-10 **RESOLVED**, that at the recommendation of the Superintendent, the following non-certified employee(s) be appointed:

Derrick Lotz, 5hr Part Time Custodian
Plant
Effective Date...December 14, 2015
Replacement
Fiscal Note...11247050 51110

Kyle Sperduti, 5hr Part Time Custodian
Plant
Effective Date...December 14, 2015
Replacement
Fiscal Note...12447050 51110

Olubuicola Majekodunmi, Bus Monitor
Transportation
Effective Date...January 4, 2016
Replacement
Fiscal Note...13045090 51110

Mary Ann Papa, Bus Driver
Transportation
Effective Date...December 18, 2015
Replacement
Fiscal Note...11345190 51110

Lisa Anastasi, Bus Aide
Transportation
Effective Date...January 4, 2016
Replacement
Fiscal Note...11545120 51110

Deanna Riggi, Bus Monitor
Transportation
Effective Date...January 11, 2016
Replacement
Fiscal Note...13445090 51110

Shari Imondi, Teacher Assistant
Hope Highlands
Effective Date...January 19, 2016
Replacement
Fiscal Note...13446100 51110

Resolution No. 16-01-11 **RESOLVED**, that at the recommendation of the Superintendent, the following non-certified personnel be appointed as substitutes on a temporary basis as needed:

Colleen Maynard, Teacher Assistant
Tera Norberg, Teacher Assistant
Shemekka Speight, Custodian

Resolution No. 16-01-12 **RESOLVED**, that at the recommendation of the Superintendent, the retirement(s) of the following non-certified personnel be accepted:

Joanne Voccio, Teacher Assistant
Waterman
Effective Date...June 30, 2016

BUSINESS

Resolution No. 16-01-13 **RESOLVED**, the following purchase be approved:

Resolved, that the form of amended **Custodian 401 (A) Retirement Plan and Trust** effective July 1, 2015 presented to this meeting is hereby approved and adopted and that an authorized representative of the Employer is hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

A Motion was made to approve by Mr. Traficante; seconded by Mrs. Culhane. Discussion followed:

Mr. Colford stated – Mr. Balducci who was authorized to execute the administrative plan, the individual?

Mr. Balducci stated – Just a little background. This is the pension plan that is given to any new custodian that is hired by the district. They no longer participate in the State plan. The document we are presenting to the board and the company that we are associated with is a third party administrator of the plan. Periodically there are changes that the IRS will make to pension systems. This is the document. Any and all changes have to be approved by the board. I will seek the Chairperson's signature. Mr. Votto and I are plan administrators, so tomorrow he and I will sign off on this and get it back to the company. It is just a formality.

The roll was called; all were in favor.

Resolution No. 16-01-14 **RESOLVED**, the following purchase be approved:

EMT certification instruction program from New England Emergency Medical Training for the CACTC in the amount of \$850 per student.

Number of bids sent	2
Number of bids received	2

A motion was made to approve by Mr. Gale; seconded by Mr. Traficante. Discussion followed.

Mr. Gale stated – It says that this is in the amount of \$850.00 per student. How many students for this program?

Mr. Auth stated – This is a good program for the current medical pathways students. There will not be every student in the program. We are targeting about 20 kids right now. This will give the kids in the medical pathways another certification. This is good for kids that are going into nursing programs and other medical professions. A lot of the programs are requiring clinical time now so this will give them emergency response time. We are looking at about 20 kids, estimated.

Mr. Gale stated - I assume you have this accommodated in your budget if you have 25 students, instead of 20?

Mr. Auth stated – I gave myself enough room.

Mr. Traficante stated – Will you be teaching this program?

Mr. Auth stated – We are bringing in an agency and if the bid is accepted, it will be the New England Emergency Medical Response Team. They have the training to offer this certification.

Mr. Traficante stated – Since you are going the EMT route, why not go EMT-C (cardiac) because most of the firefighters and police officers have to have EMT-C. I assume most of the students are interested in going that route.

Mr. Auth stated – We found last year we had a couple of kids going that route when we started this process. We looked at other Tech schools that were offering this program and found out that Chariho offers a similar program. We wanted to start with this and hopefully it will evolve into more.

Superintendent Nota-Masse stated – Mr. Auth has done an amazing job expanding the programs and offerings. While at times we have not necessarily received a lot of cooperation from the State and Dept. of Education to be able to funnel students to those programs. Mr. Auth has worked very hard with the State Career and Technical Education Board, myself, the Governors Board to really expand the offerings there. These programs give kids multiple opportunities and various pathways to get certifications, industry certifications. It is the best kept secret in Cranston and I encourage all of you that have children and are thinking of going into programs to go to the open houses and look at the amazing work they do there.

The roll was called; all were in favor.

POLICY AND PROGRAM

Resolution No. 16-01-15 RESOLVED, that at the recommendation of the School Committee, the following policies be reviewed for amendment and/or deletion **(See attached)**.

1121	Availability of Records on Web Site	Amend
1140	Use of Students	Delete
1210	School-Community Associations	Delete
1221(a)(b)	Citizens' Advisory Committees for the School Committee	Review
1223	By-Laws of the Cranston Rhode Island Special Education Advisory Committee	Review
1310	Relations Between Public & School Personnel	Review
1312	Complaints Concerning School Personnel	Review
1314	Soliciting Funds from School Personnel	Review
1324	Soliciting Funds from and by Students	Amend
1325	Advertising and Promotion by Students	Delete
1331	Smoke Free Environment	Delete
1411	Police Department	Review

A motion was made to Table Resolution No. 16-01-15 by Mr. Fusco; seconded by Mr. Traficante. The roll was called; all were in favor.

TABLED RESOLUTION(s)

Resolution No. 15-11-21 RESOLVED, that at the recommendation of the Superintendent, the following Conference/Field Trip of Long Duration be authorized:

1. Cranston High School West and Cranston High School East Students will be going to Costa Rica, February 13 – 21, 2016. Twelve students along with the two supervising teachers will depart Saturday, February 13, 2016 and return Friday, February 21, 2016. The cost of the trip will be \$2,204.00 per student/chaperone. Students and chaperones will be responsible for the cost of the trip. The students will be given ample opportunity to raise monies for the trip through a variety of fund raising activities. The tour company offers on-line payment options. The supervising teachers will be Joel Gluck, Science teacher, CHSW and Carolyn Sczerbinski, Program Supervisor, World Languages.

Resolution No. 15-12-16 RESOLVED, that at the recommendation of the School Committee, the following policy be revised and or amended **(See Attached)**

Policy No. 1330 Use of School Buildings by School and Non-School Based Organizations Policy

A motion to Table Resolution No. 15-12-16 was made by Mr. Gale; seconded by Mrs. Culhane. The roll was called; all were in favor.

A motion to remove from the Table Resolution No. 15-12-16 was made by Mrs. Culhane; seconded by Mr. Traficante. The roll was called; : Mr. Colford – No; Mrs. Culhane – Yes; Mr. Fusco – Yes; Mr. Gale – Yes ; Mrs. Ruggieri – Yes; Mr. Traficante – Yes; Mr. Wall – No. Discussion followed.

Mrs. Culhane stated – I have a few amendments and questions I would like to make. My first question is regarding No. 8 – *There shall be no parking or driving on any school property in conjunction with school functions, except for custodian or police officer on duty.* I would like to make a motion to strike that. I do not understand why that is in the policy.

Mrs. Ruggieri stated – When we have things at our schools and Hope Highlands is a good example of this and this school (Western Hills) as well. There seems to be a lot of parking in fire lanes and areas where people are not suppose to be parking.

Mrs. Culhane stated – I think the language is a little confusing and if they are not suppose to be parking there anyway, I do not know why we are putting it in our policy if it is illegal anyway.

A motion to strike No. 8 of Policy 1330 was made by Mrs. Culhane; seconded by Mr. Traficante. The roll was called; all were in favor.

Mrs. Culhane stated – My next item is No. 10 where it says *Cranston Public Schools does not loan school materials and equipment to individuals or groups.* My talent show that I have been running for the last 6 years, we use Cranston East microphones and sound equipment. It is set up by the music department and we use it.

Mrs. Ruggieri stated – If you look at the following page it does say that if it is used (INADUBLE).

Mrs. Culhane stated – Can we strike that - No. 10? If you say in one place we can't use it, but then in another if you get prior approval. I do not know why we need both.

A motion to strike No. 10 of Policy 1330 was made by Mrs. Culhane; seconded by Mr. Traficante. The roll was called; all were in favor.

Mrs. Culhane stated – Under the section for “Accessing the Requested Facilities”, this is mentioned in several places and I know it has been a concern for some parents: *Entry into a facility will not be permitted until the applicant responsible is present, and at the conclusion, the applicant must remain until the last attendee has left the school building.* Could we add verbiage that says “or designee” and somewhere on the application list 2 or 3 people that would be the responsible designee?

Chairperson Ruggieri stated – That is the intent. We can't change the language. It does not necessarily need to be one person on there, but there needs to be someone responsible there from beginning to end. It should be the person on the application.

Mrs. Culhane stated – Maybe we have a listing and you have to list 4 people that are the responsible parties and if person A can't make it then person B will be the responsible party? Can this be a friendly amendment to physically put “designee” in the verbiage?

A motion to add the words “ or their designee” everywhere it says “applicant or responsible party” was made by Mrs. Culhane; seconded by Mr. Traficante. The roll was called; all were in favor.

Mrs. Culhane stated – Another concern that I have is under *Cranston School District Rights of Cancellation*. I understand that there may be times where we have to cancel for weather, EMA emergencies, etc. Would we want to add any language that would say that we would make some kind of reasonable accommodations? Say if there was a double booking, we would somehow make a reasonable accommodation. I know we can't tie ourselves into something, but can we cancel something without trying to make an effort for the organization that did their part to book in advance?

Mr. Traficante stated – What do you want to put in there?

Mrs. Culhane stated – To add where it says *Approvals are subject to change at any time based upon the rescheduling of RI Interscholastic Athletics, team practices, or school-related activities or events*. I would like to add **“The Cranston School Department will make reasonable alternatives to said organization”**.

Chairperson Ruggieri stated – I don't know that we can say we “will” make.

Mrs. Culhane stated – How about “make an effort to”.

A motion to add “The Cranston School Department will make an effort to make reasonable alternatives to said organization” to the section titled “Cranston School District Rights of Cancellation” line No. 4 was made by Mrs. Culhane; seconded by Mr. Traficante. The roll was called; all were in favor.

Mrs. Culhane stated – In looking at *Food and Beverages*, I know that there have been some concerns about the Health Department part, with the temporary food permit. This would be only if they are using our equipment. I do not know that they should have to ask the Halloween Party PTO to get a permit. We do sell food at our parties, but would they need a permit from the Health Department?

Chairperson Ruggieri stated – When I was on the PTA and did Bingo, we found out that we had to apply for a permit with the City in order to do Bingo. That is what we did and we were responsible for that. These are the kinds of things that they may be responsible for.

Mrs. Culhane stated – Looking at *Vending, Selling, Exhibitions, Displays*. Can you explain No. 1: *May not engage in vending, free give a ways, exhibiting displays*. I am not sure what that would mean.

Chairperson Ruggieri stated – It is a promotion of businesses. If you look at our policy as far as advertising and things that we have in done as far as wellness. There are certain things that as a school district we do not want at our schools.

Mrs. Culhane stated - I remember when Glen Hills one time had a vendor fair and there were people there doing Silpada and Pampered Chef and they were giving things away. Would that be construed as a give a way or vending? I just think the language is confusing there.

Chairperson Ruggieri stated – That was a raffle, so it was not a company that was coming in and giving away things as a promotion to that company. I think that was more of the commercial piece of it, than anything else. It is just a promotion of things that do not fall in line. We do not want someone coming in and handing out packs of cigarettes.

Mr. Wall stated - Just along those lines, if you jump down to the next one *Applicants are responsible for any additional approvals required by the towns health office.* I assume we mean the City's Health office? We do not approve of the additional permits, the City is going to do that?

Chairperson Ruggieri stated – If you are talking about health regulations.

Mr. Wall stated – So we will be asking for this through the City's Health office?

Chairperson Ruggieri stated – We can strike that.

A motion to strike the No. 2 of “Vending, Selling, Exhibitions, Displays” was made by Mrs. Mrs. Culhane; seconded by Mr. Wall. The roll was called; all were in favor.

Mrs. Culhane stated – Under *High School Auditorium, No. 2.: Stage curtains, lights, specialized sound and lighting auditorium equipment, and sliding wall panels shall be manipulated by authorized school personnel only.* As it should happen, do not forget also that we have other verbiage in here that talks about how if the custodians are not there for that specific duty, then there is an additional fee.

Chairperson Ruggieri stated – What should be happening is that when you are filling out your application for your event, you should be putting in there that you need someone to assist with those things. That will be part of the process in determining whether or not you need a custodian present. There is equipment and other things damaged because people that are not supposed to be touching them, are. That gets put on us.

Mrs. Culhane stated – Is it going to be hard for that organization. Is the custodian going to want to run the sound booth and do the curtains?

Chairperson Ruggieri stated – It is not necessarily that. It is something that the person who should be doing that stuff, is the person who should.

Mrs. Culhane stated - Maybe it should be on the application and that becomes part of what needs to be done?

Chairperson Ruggieri stated – Someone who is authorized to use that equipment.

Mrs. Culhane stated – Under *Supervision and Behavior Terms and Conditions, No. 3 (e): All children including siblings of participants are NOT ALLOWED in school facilities without a parent or responsible adult.”* What about things like the Middle School dances, sporting events and things like that. Obviously there will be minors in the building and their parents are not always going to be with them.

Chairperson Ruggieri stated – That is on the person filling out the permit for the event. A sporting event where you buy a ticket and go in would not be included in that. That is it. This is someone having a Halloween party, your parents better be there.

Mrs. Culhane stated – Some of this I am not asking for myself, I am asking for clarification from people that are concerned.

Chairperson stated – I get that. Someone should be responsible for that child.

Mrs. Culhane stated – The next page, under *Accident Liability and Insurance Certificates*. I don't know if we would strike all of No. 2, but get rid of the \$3,000,000 million dollars annual aggregate for liability.

Chairperson Ruggieri stated – I think if we just go to the million dollars where it is currently at.

A motion to strike everything after “per occurrence” was made by Mrs. Culhane. We will strike from “with a \$3,000,000 million dollar aggregate for liability and \$10,000 for medical/liability” by Mrs. Culhane ; seconded by Mr. Trafiante. Discussion followed.

Mr. Gale stated – For medical payments, is that something we want in that language. What we want to do is take out the \$3,000,000 million dollar language.

Chairperson Ruggieri stated – The only listing for the insurance is the \$1,000,000 so that is an addition.

Mr. Gale stated – I am just wondering if that would be a burden on organizations?

Chairperson Ruggieri stated – I assume that it would be. Currently the only language is that the Certificate of Insurance for \$1,000,000 in liability.

Mrs. Culhane stated – Do most PTO's already have that?

Chairperson stated – That is what is currently.

Mr. Gale stated – I remove my objections.

Mrs. Culhane stated – So we are or aren't striking?

Chairperson Ruggieri stated – I would.

Mrs. Culhane stated – Including the \$10,000?

A motion to strike from “with a \$3,000,000 annual aggregate for liability” was made by Mrs. Culhane; seconded by Mr. Traficante. The roll was called; all were in favor.

Mrs. Culhane stated – Under “Eligibility –User Groups”, what I would like to see is instead of having the 4 groups broken down, if we could just use what the old language was for the groups?

Chairperson Ruggieri stated – Sure.

Mrs. Culhane stated – How does everyone feel about that? What I would like to see is removing the User Groups and use what was in the original policy. Mr. Wall?

Mr. Wall stated – This is what I have:

1. EDUCATIONAL PROGRAM:

An educational program shall be considered as any activity sponsored by the Cranston Public Schools, which takes its base in the educational offerings of the School Committee as provided for within its operating budget.

2. CIVIC/RECREATIONAL PROGRAM:

A civic/recreational program shall be any activity sponsored by the Mayor’s office, City Council, and/or the City’s Department of Recreation.

3. COMMUNITY GROUPS:

A community group shall be considered as a formally organized non-profit or for-profit group of persons wherein the majority of its members are residents of the City of Cranston and whose base of operation is located in Cranston.

4. NON-RESIDENT GROUPS:

A non-resident group shall be considered as a formally organized non-profit or for-profit group wherein the majority of its members are not residents of the City of Cranston.

A motion was made to strike the four (4) groups that are listed and we are going to add in the old verbiage from the original policy by Mrs. Culhane.

Chairperson Ruggieri stated – I want to add one thing. The one group that is listed is a non-resident group. We currently have a policy regarding groups advertising and we only allow groups within the State of Rhode Island and that is why the changes were made to note that any For-Profit group.

Mrs. Culhane stated – I was going to add that.

Mrs. Ruggieri stated – We want to delineate that they are residents of the State of Rhode Island.

Mr. Wall stated - I do know what you are saying, but there seems to be another designation as well. Resident Groups in the City of Cranston and Resident Groups in the State of Rhode Island.

Mrs. Culhane stated – What are you proposing Mr. Wall?

Mr. Wall stated – I am proposing leaving the four (4) descriptions and if you need a fifth description (i.e. non-resident State of Rhode Island), you can include that.

Mrs. Culhane stated – Leave the 4 from the old policy?

Mr. Wall stated – Yes and adding the 5th one what Mrs. Ruggieri was talking about.

Mrs. Culhane stated – So it is two groups? I think it is reasonable for us to look at an outsider of Cranston, particularly a For- Profit group and charge them a building fee. I think we want to afford our own resident groups the opportunity to use our buildings.

Mr. Wall stated – Does all the descriptions have to be read into the minutes now?

Mrs. Culhane stated – No, we will get it.

A motion was made to strike the grouping language under “Eligibility –User Groups” by Mrs. Culhane; seconded by Mr. Wall. The roll was called; all were in favor.

A motion was to use the old the verbiage as User Group 1 and add a second Group 2, which is Non-Cranston Resident/Rhode Island Resident Non-Profit and For-Profits” made by Mrs. Culhane; seconded by Mr. Fusco; the roll was called; all were in favor.

Mrs. Culhane stated – There have been questions as to how we have derived at the Custodial Fees. Under “User Fee Schedule, Rates, Fees, Payments Terms and Conditions” - It does delineate heat, lights, other operating expenses, wear and tear, etc. I think Mr. Collins would attest to the fact that the staff either should be or will be made aware of the fact that when there is a fee charged, it is not just to pay the custodian, but cover the other expenses that have incurred.

A motion was made to add under “Approved municipal department meetings are exempt from all charges with exceptions as noted” and to add “all groups from Group I”, which would include non-profit, Cranston Community Groups, PTO, etc. are exempt from building charges. NOT Custodial fees, but building charges by Mrs. Culhane; seconded by Mr. Traficante. Discussion followed.

Mr. Wall stated – So if I am clear, that is the language from the old policy?

Mrs. Culhane stated – Yes.

Mr. Gale stated – Where is this going?

Mrs. Culhane stated – The only other thing that I have is under *Response*. I would like to point out that when we talked about the Superintendent, it does say “or designee”. It would be maybe the Superintendent, maybe the Assistant Superintendent or Mr. Collins. It does state a designee of the Superintendent and as a friendly amendment, I would like to add “or his/her designee”. She is not going to be looking at stacks of Building Permit requests. We want to say the Superintendent because the Superintendent does have jurisdiction over everything that goes on in the buildings.

Anywhere it does not say “designee” we should add “*or his/her designee*” in this policy. One thing I would like to see where it states “*Superintendent or his/her designee will review and either approve or deny the request for facility use*”, I think we should give the groups a time frame. If we are asking them to give us 30 days in advance, I think we should be giving something to them within a week of application. I do not know if that is reasonable or unreasonable.

Mr. Collins stated – That is reasonable.

Chairperson stated – If we say 7-10 business days?

Mr. Collins – Yes.

A motion was made to add language “the Superintendent and his/her designee can approve or deny the request for facility use within 7-10 business days after the application has been vetted by the Building principal, the Athletic Director and the Director of Buildings” by Mrs. Culhane; seconded by Mr. Wall. Discussion followed.

Mr. Fusco stated – This 7-10 days, is that going to be total from the date of application or is it 7-10 days once it gets to Mr. Collins?

Chairperson Ruggieri stated –That is what he was just saying is that it should be completed barring any unforeseen circumstances within 7-10 business days. They will get a response if there is a situation that Mr. Collins just stated such as they are not sure if something is going to be an issue and they need to verify.

Mr. Fusco stated –I just wanted to make sure that it is clear.

Chairperson Ruggieri stated – It states “response”.

Superintendent Nota-Masse – We have been making an effort to do things digitally. I know we have software that would eventually enable us to do this digitally. Are we there yet?

Mr. Collins stated – We can be there when you want us to be.

Superintendent Nota-Masse stated – We talked about the paper. We are asking people to do mounds of paperwork, is there a way to do this through Google and thereby expedite the process?

Mr. Collins - [INAUDIBLE]

Superintendent Nota-Masse stated – Let’s hope we can roll this out this summer.

The roll was called; all were in favor.

A motion was made to strike under the “Application Process - Step 4 of 6 – Submit Complete Application Packet by Mrs. Culhane. I would like to strike all of section (c) “Additional documentation as necessary. If a “Group 3” applicant – attach roster with all coach/supervisory information such as names, addresses, phone numbers; and names,

addresses, phone numbers of participants.”; seconded by Mr. Fusco. The roll was called; all were in favor.

Mrs. Culhane stated – Should we be putting a timeline on this policy or is it as soon as it passes.

Chairperson Ruggieri stated – Once the policy passes, it passes.

Mrs. Culhane stated – We also have the authority to stipulate that the policy will commence on a particular date. I am asking the group if we should start it as soon as it passes. I would defer to the Superintendent on that.

Superintendent Nota-Masse stated – The reason I am asking for a delay is because we would have to take this policy, revamp the paperwork and the application to reflect the policy, make sure organizations are aware of it, comfortable with it. You need to give it some time. It can't be just upon approval.

Mrs. Culhane stated – What are you looking at, ideally?

Superintendent Nota-Masse – Effective July 1st.

Mrs. Culhane stated – Next fiscal year. Do we need to make that a stipulation and put it on the record as part of the policy?

Chairperson Ruggieri stated – Yes.

An amendment was made that this policy will read as “commencing on July 1, 2016” by Mrs. Culhane; seconded by Mr. Traficante. The roll was called; all were in favor.

Mr. Gale stated - The Building Usage Fees, how were they determined. I know you had said they were lower than other districts, but how are they determined?

Chairperson Ruggieri stated – These fees have been the same. They were not changed.

Mr. Gale stated – Under “School Technology” on page 35, it says *applicants may not use school technology or other related equipment*. Are we saying that they can't use projectors or anything like that?

Chairperson Ruggieri stated – We do not want people coming in here and using our computers.

Mrs. Culhane stated – What about our PTO Groups. I know in our PTO's there are times we have a lot of afterschool enrichment clubs. The parents or teachers run them and sometimes they use the projectors, etc.

Chairperson Ruggieri stated – I think that will go under the prior approval and also making sure that the personnel is using the equipment and not a parent.

Mrs. Culhane stated – In a situation like that where it is a PTO run group, it would have to be a teacher or authorized personnel that would be using it?

Chairperson Ruggieri stated - I think that falls under the same category.

Mrs. Culahne stated – For our after school enrichment groups, they are still going to have to apply for these same permits?

Chairperson Ruggieri stated –They still need a permit.

Mr. Gale stated – At the last CEAB meeting, we used the schools projector.

Superintendent Nota-Masse stated – In the case that you are alluding to, there was someone from the building there who could operate it. Again, we need to protect our schools equipment.

Mr. Gale stated – I just think if we can allow our equipment to be used.

Superintendent Nota-Masse – At some point they have to ask for the projector to be set up. hey need to indicate somewhere on the application if they need someone there to operate the equipment.

Mr. Traficante stated – The CEAB is one of our standing committees?

Mr. Gale stated – Yes.

Mr. Traficante stated – Do they have to fill out an application? I would think not.

Mr. Gale stated – I believe so.

Mr. Wall stated – I am looking now. Where does it fit in?

Mr. Traficante stated – This is a standing committee.

Mr. Wall stated – First, if Mrs. Culhane is amenable to it, a friendly amendment to her exemption under the “User Policy Fees”. I want to make sure that this is clear that it says “Cranston Non-Profit Community Organizations and 501c3”. With that language, it includes Rhode Island, non-profits and the federal non-profits. I just want for the record that distinction be made clear.

My second thing would be that the old policy had a policy statement that was included and I think that statement has a certain philosophy that the schools and the buildings should be open and they really belong to the tax payers. I would like that policy statement included at the beginning of this revised Policy 1330.

A motion to add the policy statement on the original policy be placed in the revised Policy 1330 by Mr. Wall; seconded by Mrs. Culhane. The roll was called; all were in favor.

Mr. Traficante made a motion to approve the policy as amended; seconded by Mrs. Culhane. The roll was called. All were in favor.

Mrs. Ruggieri stated that the Committee will be taking a 5 minute break before the Superintendent's presentation of the 2016-2017 School Budget.

Public Hearing on Non-Agenda Items

Adjourn to Public Budget Work Session

A motion to adjourn to Public Work Session was made by Mrs. Culhane; seconded by Mr. Traficante. The roll was called; all were in favor.

Superintendent's Presentation of the 2016-2017 School Budget to the Cranston School Committee

Superintendent Nota-Masse presented her 2016-2017 School Budget to the School Committee. **(See Handout A - Power Point of the presentation which is on file in the Superintendent's office as well as the presentation posted on the CPS website).**

Chairperson Ruggieri stated – I have one request of Mr. Balducci regarding the Statewide Transportation. If I can get the number of students that we transport to see how it could have increased by \$350,000 in 1 year, I would greatly appreciate it.

Mrs. Culhane stated – I would like to thank the Superintendent because I have not heard students mentioned so many times in a budget presentation as you did tonight. I have every confidence that this is truly student centered and all about the kids. Thank you so much.

Announcement of Future Meeting(s) – January 25, 2016 and January 28, 2016

Adjournment

A motion to adjourn this meeting was made by Mrs. Culhane; seconded by Mr. Traficante. All were in favor. The meeting adjourned at 8:43 p.m.

Respectfully submitted,

Stephanie A. G. Culhane
Vice Chairperson

Memorandum of Agreement

Whereas the Cranston School Committee and the Cranston Teachers' Alliance agreed to revisions to Article XVIII, the teacher evaluation section, when negotiating the 2014-2017 Collective Bargaining Agreement; and

Whereas Rhode Island Commissioner of Elementary and Secondary Education Ken Wagner issued a Field Memo on September 18, 2015 that provided additional flexibility in determining the teacher evaluation cycle based on 2014 legislation, and:

Whereas the provisions of Article XVIII, permit the parties to revise the teacher evaluation process if "unanimously agreed to by the District Evaluation Committee and approved by the School Committee", and;

Whereas the District Evaluation Committee unanimously supported revisions to the teacher evaluation cycle on October 26, 2015 and the School Committee supported the revisions on January 19, 2016.

Therefore, the parties agree as follows:

A. Transition Period

1. Teachers with an "Effective" rating in the 2013-2014 school year who are due to be evaluated this year, will be evaluated this year and then be moved into the new cycle based on their rating in June, 2016.
2. Teachers with a "Highly Effective" rating in the 2013-2014 school year who are due to be evaluated in 2016-2017 school year will be evaluated that year and then moved into the new cycle based on their rating in June, 2017.
3. Related Service Providers with an "Effective" rating in the 2014-2015 school year who are due to be evaluated in the 2016-2017 school year will be evaluated that year and then be moved into the new cycle based on their rating in June, 2017. The term "Related Service Provider" refers to educators working as Certified School Nurse Teachers, Guidance Counselors, Occupational Therapists, Psychologists, Speech-Language Pathologists and Social Workers.
4. Related Service Providers with a "Highly Effective" rating in the 2014-2015 school year who are due to be evaluated in the 2017-2018 school year will be evaluated that year and then moved into the new cycle based on their rating in June of 2018.
5. Teachers on Special Assignment (TOSA) with a "Effective" rating in the 2015-2016 school year who are due to be evaluated in the 2017-2018 school year will be evaluated that year then moved into a new cycle based upon the rating in June of 2018.
6. Teachers on Special Assignment (TOSA) with a "Highly Effective" rating in the 2015--2016 school year who are due to be evaluated in the 2018-2019 school year will be evaluated that year then moved into a new cycle based upon the rating in June of 2019.

B. Evaluation Cycle

Subsequent to implementing 1-4 above, the parties agree to a new teacher evaluation cycle as follows:

1. Teachers and Related Service Providers rated “Highly Effective” will be evaluated every fourth year.
2. Teachers and Related Service Providers rated “Effective” will be evaluated every third year.
3. Teachers and Related Service Providers rated “Developing” and “Ineffective” will continue to be evaluated every year until they achieve a rating of “Effective” or “Highly Effective” at which point they will be placed into the appropriate cycle.
4. Non-Tenured Teachers and Related Service Providers will continue to be evaluated every year until they reach tenure and then be placed into the appropriate cycle based on their rating.
5. Teachers and Related Service Providers who change their position to one that requires the use of a different teaching certificate will continue to be evaluated during their first year in the new position. At the end of that year, they will be placed into the appropriate cycle based on their rating.
6. Teachers who had been tenured in another district and were subsequently hired by the Cranston Public Schools will continue to be evaluated for two years and then be placed into the appropriate cycle based on their rating at the end of the second year.

C. Annual Conference

Feedback on professional practice will occur every year, as those Teachers and Related Service Providers not being formally evaluated will have walk-through observations and an annual conference with their evaluator.

Notwithstanding the above, if a school does not have a full complement of administrators available to evaluate the tenured teachers assigned to that school those tenured teachers will be moved into the next year’s cycle.

If any provision of this Agreement is or shall be at any time contrary to law, then such provision shall not be applicable, or performed, or enforced, except to the extent permitted by law. In the event that any provision of this Agreement is or shall at any time be contrary to law, all other provisions of this Agreement shall continue in effect.

Lizbeth Larkin
President
Cranston Teachers’ Alliance

Jeannine Nota-Masse
Superintendent
Cranston Public Schools

Janice Ruggieri
Chairperson
Cranston School Committee

Date

Date

Date

Memorandum of Agreement

Whereas the State of Rhode Island has mandated that all school districts provide a full day kindergarten program to all students beginning in the 2016-2017 school year; and

Whereas In addition to opening new full day kindergarten positions at elementary schools, the plan approved by the Cranston School Committee closes Hope Highlands Elementary School, opens Hope Highland Middle School, and moves the 6th grade to Middle Schools, and;

Whereas the Cranston School Committee, Cranston School Administration and the Cranston Teachers' Alliance have worked to develop a plan to staff the full day kindergarten programs and to facilitate the return of the 6th grade to middle schools, and:

Whereas the parties want to facilitate these changes by providing for job placements to certain designated positions prior to the Teacher Assignment Process normally held in late May or June

Therefore, the parties agree as follows:

1. A Kindergarten Teacher Assignment Process shall be held on or about December 16, 2015 for the purpose of filling all kindergarten vacancies that exist after the involuntary transfer of kindergarten teachers.
2. All existing provisions of the Collective Bargaining Agreement and all rules in existence that govern the teacher assignment process shall apply to the Kindergarten Teacher Assignment Process.
3. All sixth grade\Hope Highlands teachers will be either involuntarily transferred or laid off.
4. A Middle School Teacher Assignment Process shall be held on or about January 27, 2016 for the purpose of filling all available middle school positions.
5. All existing provisions of the Collective Bargaining Agreement and all rules in existence that govern the teacher assignment process shall apply to the Middle School Teacher Assignment Process except :
 - a) All teachers and service providers who select a position at the Middle School Teacher Assignment Process shall not be permitted to voluntarily transfer by participating in the Teacher Assignment Process for placement in the 2016-2017 school year or the 2017-2018 school year
 - b) In the first round of the Middle School Teacher Assignment Process, all vacancies shall be filled by teachers who possess a secondary/middle school certification.
 - c) In the first round of the Middle School Teacher Assignment Process, secondary teachers may only apply for vacancies in the same subject area as is required in their current teaching assignment.
In the second and subsequent rounds teachers may apply for any vacancy for which they hold a certificate. In the second and subsequent rounds of the Middle School Teacher

Assignment Process, sixth grade vacancies in a particular subject matter may be filled by teachers who possess at least one of the following qualifications related to the subject matter of a particular vacancy:

- 1) The teacher has taught the particular subject while co-teaching at the elementary level for at least three school years.
 - 2) The teacher is a designated Math Specialist through the program at Rhode Island College
 - 3) The teacher possesses an advanced degree in the subject area
 - 4) The teacher consistently participated in the Dana Center training
 - 5) The teacher submits a letter to the Superintendent documenting the progress towards a middle school certificate
 - 6) The teacher participated in Cranston Public Schools Curriculum Committee work
- d) In accordance with Article XVI Section C3, teachers who intend to bid on a position pursuant to subsection d) above may seek and obtain prior approval from the Superintendent.
- e) In accordance with Article XVI section C4, the Superintendent or his/her designee shall review all teacher assignments within two weekdays, not including holidays, following each teacher selection process. If the Superintendent questions the position selection of any teacher, the Superintendent shall meet with the CTA president and affected teacher to review the selection.

Lizbeth Larkin
President
Cranston Teachers' Alliance

Jeannine Nota-Masse
Superintendent
Cranston Public Schools

Janice Ruggieri
Chairperson
Cranston School Committee

Date

Date

Date

CRANSTON PUBLIC SCHOOLS
2015-2016 BUDGET
ADMINISTRATOR SALARY ADJUSTMENT WORKSHEET

<u>LAST</u>	<u>FIRST</u>	<u>POSITION</u>	CURRENT 2015-2016 <u>SALARY</u>	2015-2016 <u>SAL. ADJ.</u>	AMENDED 2015-2016 <u>SALARY</u>
DILLON	JAMES	EXEC. DIR. OF STUD. INFORM. SERV.	104,503	<u>662</u> (A)	105,165
			Salary	662	
			Cert.		
			Pension	108	
			Medicare	<u>10</u>	
				<u>780</u>	

(A) - BASED UPON 120 WORK DAYS REMAINING IN 2015-2016 FISCAL YEAR. TOTAL ANNUAL INCREASE REPRESENTS A \$1,497 SALARY ADJUSTMENT.

Community Relations**Availability of Records on Web Site**

The Cranston School Committee wishes to make its records available to the public because an informed citizenry is essential to democratic government. Accordingly, the Superintendent and her staff shall post on the school department's web site minutes of the previous month's school committee meetings, except those held in Executive Session; and the detailed report of the Superintendent's proposed budget ~~starting with the 2004-2005 budget year~~ and the current budget adopted by the school committee.

~~In addition, a copy of the Superintendent's proposed budget, starting with the 2004-2005 budget, and a copy of the adopted school committee budget will be distributed to all branches of the Cranston Public Library.~~

Policy Adopted: 11/17/03 (Res. No. 03-11-14)

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Community Relations

Use of Students

~~The Cranston School Committee is of the opinion that it is poor policy to use pupils for distributing non-school materials in the community or for soliciting funds or in sales campaigns to finance extracurricular activities. It is therefore the policy of the school committee to limit fund-raising activities to a minimum.~~

~~Pupils may engage in raising funds, under the control of the school, for certain approved pupil activities and for a limited number of previously approved projects, subject to the following conditions:~~

- ~~1. The project has the approval of the principal of the school involved.~~
- ~~2. The project has been approved by the superintendent.~~
- ~~3. The project involved has been selected by the student governing body as one in which they wish to participate.~~

~~Schools will not participate in non-approved fund-raising campaigns.~~

Policy Adopted: 3/20/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Community Relations

School-Community Associations

~~The school administrators and the teachers shall be encouraged to work with the parent-teacher groups at all times in their programs, to attain the very best understanding and cooperation between the home and the school.~~

Policy Adopted: 3/20/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Community Relations

Citizens' Advisory Committees for the School Committee

Ad hoc advisory committees should be appointed only when there is a definite function to be performed, and this function should be indicated to the committee in writing when it is appointed.

Ad hoc advisory committees should be appointed primarily to advise the school committee. In general, individual members of such committees shall not be requested to perform specific services for the school committee. Unique talents of members can best be utilized on a consultative basis.

Ad hoc advisory committees should not be appointed to advise on matters requiring decision by the school committee unless adequate time is available for a thorough study by the committee.

The school committee shall seek the advice of the superintendent before establishing or dissolving any ad hoc advisory committee.

Specific topics for study or well-defined areas of activity shall be assigned in writing to each ad hoc committee immediately following its appointment.

Upon completing its assignment, each ad hoc committee shall be dissolved promptly.

Each ad hoc committee shall be instructed as to:

1. The length of time each member is being asked to serve.
2. The service the school committee wishes it to render.
3. The resources the school committee intends to provide to help it complete its job.
4. The appropriate dates on which the school committee wishes to submit reports.
5. The time and place of the first meeting.
6. The school committee policies governing ad hoc citizens committees to help clarify relationships from the beginning.
7. Its relationships with the school committee as a whole, with individual school committee members, with the other members of the professional staff.
8. The approximate date on which the school committee wishes to dissolve the ad hoc committee.

Citizens' Advisory Committees for the School Committee (continued)

The school committee shall have the sole power to dissolve any of its ad hoc advisory committees and shall reserve the right to exercise this power at any time during the life of any committee.

Publicity

The school committee shall see that the public is made aware of the services rendered by such committees of citizens as it may appoint and shall see that the public is informed of all major conclusions and recommendations made by such committees. All public announcements concerning the organization, membership, operation, recommendations and dissolution of such committees shall be made at such time and in such manner as the school committee may choose.

Policy Adopted: 3/20/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

BY-LAWS OF THE CRANSTON RHODE ISLAND SPECIAL EDUCATION ADVISORY COMMITTEE

Article I: Name

The name of this committee shall be the Cranston Special Education Advisory Committee (SEAC). SEAC is a recognized member of SEAN (Special Education Advisory Network).

Article II: Functions and Responsibilities

The Local Advisory Committee shall:

1. Advise the Cranston School District on matters concerning the unmet needs of students with disabilities.
2. Comment on improvement plans including school support plans resulting from Part B compliance reports, local compliance with state and federal laws pertaining to the education of students with disabilities.
3. Comment on applications for federal and state funds.
4. Serve as advocates in partnership with parents for students with disabilities to ensure that they receive the entitlements provided to them under state and federal laws.

Article III: Operating Procedures

- The committee will run as a pro-active collaborative partnership between Cranston parents, students, educators and administrators.
- The committee will promote mutual respect and trust and assist parents in looking at the “big” picture.
- The advisory committee shall meet a minimum of 4 (four) times annually. Additional meetings shall be scheduled when necessary.
- Official minutes shall be kept of all committee meetings and be available for public review, once approved at Cranston Public School website- Special Education Link.
- All committee meetings and agendas shall be publicly announced prior to any meeting via the SEAC e-mail contact list, and as so distributed by those contacts.
- All meetings shall be open to the public.
- Availability of child care will be announced with presentation of agenda.
- The committee shall hold its regular meetings at a central location convenient to all members and accessible to persons with disabilities.
- The length of full committee meetings shall not exceed 2 ½ hours unless approved by a two-thirds vote of membership present.
- Members must be notified of all regular and special meetings. Any change in the established date, time, or location must be given special notice.

- Interpreters and other necessary services may be provided at meetings for members or participants when requested in advance.
- The advisory committee shall serve without compensation, but may be reimbursed for reasonable and necessary expenses for attending meetings and performing duties.
- All participants of the Cranston Special Education Advisory Committee shall be provided with a copy of the by-laws, and the by-laws will be available at each meeting.
- A formal member of the advisory committee is defined as a member who (a) meets the membership criteria and (b) participates in committee meetings or activities. In the event that a formal member does not participate in some manner, it will be the responsibility of the officers to contact the formal member to determine his/her interest in serving on SEAC.
- An attendee is an individual who attends meetings but has not become a formal member either by choice or because they do not meet the membership criteria.
- Provided a quorum is in attendance, formal members will make all advisory committee decisions upon a vote. *see voting rights
- The rules of parliamentary practice as described in Robert's Rules of Order shall govern the proceedings of this committee, provided that they do not conflict with the intent of the by-laws or any state, federal laws/regulations, and/or any school department policy and/or procedures.
- The committee shall submit such reports as are required by the School Committee, Commissioner of Education, Board of Regents, or United States Dept. of Education. Minority reports may be submitted by one person or a group of people.
- In order to comment publicly on rules, regulations, and special education issues, members shall either volunteer or be appointed by the Chairperson and the Assistant Chairperson to state, local, and other subcommittees.
- The Chairperson and Assistant Chairperson may establish such subcommittees as they deem necessary or desirable to carry out the duties and responsibilities of the committee and shall appoint a chairperson to each subcommittee. The majority of subcommittee members shall be parents.
- Correspondence sent to SEAC electronically will be deleted after a period of 90 days.
- Correspondence sent in physically will be recorded electronically, then the physical item will be disposed.

Officers

The officers of the Cranston Special Education Advisory Committee shall be:

- Chairperson.
- Assistant Chairperson.
- Past-Chairperson(s).
- Secretary.
- The Assistant Chairperson shall assume the Chairperson's role in the absence of the Chairperson.

A. Election and Term of Office

- Length of term is two years, beginning in September.
- Limit is 2 consecutive terms in same role unless a petition to extend the term is approved by the committee.
- The Chairperson shall not be a member of the administration of the Cranston School Department or member appointed by the Superintendent, Cranston Teacher's Alliance, or the School Committee.
- Elections shall be held in May.

B. Removal

- Any officer of the committee may be removed by a two-thirds vote of all members sitting on the committee, whenever in the judgment of the committee; the best interests of the committee would be served by this decision.

C. Vacancy

- A vacancy in any office because of death, resignation, removal, disqualification, or otherwise shall be filled by the committee from a volunteer among existing membership for the unexpired portion of the term.

D. Duties And Responsibilities

Chairperson

- Preside at all committee meetings
- Will sign all letters, reports, and other communications of the committee
- Respond and forward e-mails sent into committee
- Maintain the contact list upon the e-mail account
- Send agenda/minutes out prior to meetings
- Generally responsible for directing and coordinating affairs of the committee

Assistant Chairperson

- Take over chairperson roles in the event chairperson, not in position, or absent
- Assist chairperson as needed to maintain goals of SEAC

Secretary

- Take the minutes and attendance of all meetings
- Post approved minutes on website per current defined process
- Prepare other necessary communications as directed by the chairperson

Past Chairperson

- Chairperson of the nominating committee
- Nominating committee is responsible to present the names of persons nominated to the committee in April

Article IV: Appointment of Members

- The school committee shall appoint an Advisory Committee on Special Education.

Membership

The Advisory Committee must be composed of individuals involved in or concerned with the education of children with disabilities.

1. Parents of students with disabilities shall compose a majority of the committee membership, and at least fifty percent (50%) of this majority shall be selected by the parents of students with disabilities.
2. An individual with a disability.
3. A special education teacher.
4. A general education teacher.
5. A public school administrator.
6. Other members of the community at the discretion of the Cranston Special Education Advisory Committee and the Cranston School Committee.
7. Membership shall be composed of twenty-nine (29) individuals involved in or concerned with the education of children with disabilities.
8. The Cranston Special Education Advisory Committee may expand the committee to include additional persons in the preceding groups and representatives of other groups.

A. Appointment of Members

- The Superintendent shall select the administrators.
- Cranston Teacher's Alliance shall select the teachers.
- School Committee shall select its representative.
- Parents will be selected by parents of children with disabilities and voting members of SEAC.

B. Term of Members

- All new members shall be appointed for one, three year term.
- At the conclusion of a member's term, he/she may petition for another term per Article IV, Section A.

C. Duties and Responsibilities

- Formal (voting) membership requires individuals to complete a membership enrollment form indicating their commitment to participate in committee activities and attend meetings on a regular basis.
- In order to comment publicly on rules, regulations, and special education issues, members shall either volunteer or be appointed by the Chairperson and the Assistant Chairperson to state, local, and other subcommittees.

D. Termination of Membership

- Causes for removal shall be for failure to carry out those responsibilities assumed by acceptance on the committee.
- SEAC, by a two-thirds vote, may request the resignation of, or remove a member upon committee recommendation, if there is just cause.

E. Attendance

- Failure of a member to attend three meetings of the committee without prior notice to the chairperson will result in removal from the committee.

F. Resignation

- Any member may resign by filing a written resignation with the Cranston Special Education Advisory Committee.

G. Vacancy

- Any vacancy on the Cranston Special Education Advisory Committee shall be filled as in the process stated in Article IV, Section A.

H. Alternate Parent Membership

- Parents/guardians may apply for special circumstance delegate/alternate membership and will also be selected by parents of children with disabilities.
- Each delegate, or in their absence, their alternate, shall be entitled to one vote and shall cast that vote on each matter submitted to a vote of SEAC.
- Each delegate/alternate team is considered to be one member of SEAC.

ARTICLE V: VOTING RIGHTS

- Each member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the committee.
- Proxy voting and absentee ballots shall not be permitted.
- Attendees will not have voting rights.

Voting Procedures

- Voting will be done by ballot for election of officers.
- Votes required for resolving issues arising at committee meetings will be done by majority hand count.

Quorum

- All decisions of the committee shall be valid unless a majority of the members of the committee appointed and holding office concur therein by their votes.

Duties and Responsibilities of the Local Agency

- The local agency shall provide support to the committee by contracting for technical assistance services with the Rhode Island designated Parent Training and Technical Assistance Agency or other community-based non-profit parent organization
- Such technical assistance shall include the role of advisory committees in advocating for children, state and federal regulations, community resources, strategic planning and development of an annual report to the school committee.
- The local education agency shall also provide school and district improvement plans to the committee for comment and make available appropriate records and data as permitted by law.
- The public agency shall also support the committee in disseminating information to parents of students regarding the role of the advisory committee, information pertaining to special education and inform the committee of professional development opportunities that are available within the LEA.
- The Executive Director of Pupil Personnel Services shall be the local educational agency (LEA) contact person or their assigned designee (unless otherwise specified by the school committee). This individual shall work proactively and collaboratively in partnership with the SEAC members
- The LEA contact shall be the contact between SEAC and Cranston School Department Administration and shall be the link for any individual concerns of parents.

Parent Notification of Local Advisory Committee

- When a child is referred to special education, each school district special education program shall provide the parents with notification of the existence of local advisory committee for Special Education established in compliance with these regulations.
- The notification shall specify that a majority of the local advisory committee is parents of children with disabilities, and shall inform the parents of how the local advisory committee may be contacted.

ARTICLE VI: Review of By-Laws

By-laws will be reviewed when necessary by the Officers of SEAC to ensure that the by-laws align with the State of Rhode Island Regulations for Elementary and Secondary Education.

Amendments to By-Laws

- In the event that amendments are needed to the by-laws, then a sub-committee will be formed.
- The by-laws subcommittee will be responsible for the review and revision of the by-laws as well as presenting the revised by-laws to SEAC for review.
- The SEAC bylaws/amendments shall be provided to the Director of Pupil Personnel Services who shall then review and recommend revisions if necessary.
- The Executive Director of Pupil Personnel Services shall present the by-laws to the school committee for approval.

ARTICLE VII: Approval of By-Laws

These by-laws and any subsequent amendment thereto shall become effective upon approval by the School Committee.

- The school committee by majority vote shall approve the by-laws of the advisory committee.

Approved: _____ Date: _____
Cranston School Committee Chairperson

Approved: _____ Date: _____
Cranston School Committee Vice-Chairperson

Policy Amended: 5/21/12 (Res. No. 12-5-33)

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Community Relations

Relations Between Public & School Personnel

The school committee recognizes that teachers and other employees of the school district have a dual role in their relations with the public which complicates decisions from time to time concerning responsibility.

Teachers, especially, may have to decide between their responsibilities as professionals employed by the school system on the one hand or as members of the community on the other when differences of opinion arise concerning goals or operations of the schools.

The school committee believes that the First Amendment rights of teachers and other employees must be protected. The school committee also believes that the schools and school committee should not be subject to unfair, unwarranted or malicious attacks from within.

To help achieve those two goals, the school committee instructs the administration to confer and work with employees or employee groups in setting up a carefully designed procedure for handling difference of opinion between school committee and staff which will have at least the following characteristics:

1. Protect and guarantee each employee's First Amendment rights.
2. Set guidelines for assisting teachers to distinguish between their professional employee responsibilities and their lay citizen ones.
3. Establish procedures, including arbitration, for handling grievances so that prosecutor, judge, jury and executioner are not centered in one person or group.
4. Provide for channels of communication within the school system to enable employees to have access to policy positions of the board, regulations of the administration, and prompt notification of events and pertinent facts.

Policy Adopted: 3/20/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Community Relations

Complaints Concerning School Personnel

Constructive criticism of the schools is welcome through whatever medium when it is motivated by a sincere desire to improve the quality of the education program and to equip the schools of this district to perform their task more effectively.

The school committee trusts in its employees and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful, or negative criticism and complaints.

Whenever a complaint is made directly to the school committee as a whole or to a school committee member as an individual, it shall be referred to the school administration for study and possible solutions. The individual employee involved shall be advised of the nature of the complaint and shall be given every opportunity for explanation, comment, and presentation of the facts as he sees them.

If it appears necessary, the administration, the person who made the complaint, or the employee involved may request an executive session of the school committee for the purpose of further study and a decision by this body. Generally all parties involved, including the school administration, shall be asked to attend a meeting for the purposes of presenting additional facts, making further explanations, and clarifying the issues. Heresy and rumor shall be discounted as well as emotional feelings.

The school committee shall conduct such meetings in as fair and just a manner as possible. The school committee may request a disinterested third party to act as a moderator to help it reach a mutually satisfactory solution.

Any parent, guardian, or other person who upbraids, insults, or abuses any teacher or other employee on school property or in the presence of pupils shall be prosecuted by the district under the provisions of law. School employees who are sued as a consequence of performing their assigned duties shall be provided full legal services.

Policy Adopted: 3/20/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Community Relations**Soliciting Funds from School Personnel**

Because fundraising drives divert so much time, energy and attention of the staff from their educational tasks, the school committee sanctions only one such drive per year. Proceeds of that drive may be allocated by the superintendent among the several worthy charities offering district-wide services, or given directly to the United Fund.

Tickets to affairs sponsored by or for non-school agencies shall not be sold in any public school or on school premises by any school or school organization or by any non-school organizations, except at the box office at specified times.

The establishment and administration of "flower funds," "sickness and bereavement funds," "anniversary funds" and the like shall be a matter for employee discretion.

Policy Adopted: 3/20/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Community Relations**Soliciting Funds from and by Students**

There shall be no general solicitation from or by Cranston students in any Cranston school for matters which are not related to school business or activities.

~~Public schools should not be money making or fund raising agents. Permission has been granted to collect for Junior Red Cross and the Santa Claus fund on a voluntary basis.~~

~~Collection of funds from pupils for other purposes should be referred to the superintendent.~~

Policy Adopted: 3/20/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Community Relations

Advertising and Promotion by Students

~~The school committee is of the opinion that it is poor policy to use pupils for distributing non-school materials in the community or for soliciting funds or in sales campaigns to finance extra-curricular activities. It is therefore the policy of the school committee to limit fundraising activities to a minimum.~~

~~Pupils may engage in raising funds, under the control of the schools, for certain approved pupil activities and for a limited number of previously approved charities, subject to the following conditions:~~

- ~~1. The project has the approval of the principal of the school involved.~~
- ~~2. The project has been approved by the superintendent of schools.~~
- ~~3. The charity involved has been selected by the student body as one in which they wish to participate.~~

~~Schools will not participate in non-approved fundraising campaigns.~~

Policy Adopted: 3/20/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Community Relations

Smoke Free Environment

~~It is the policy of Cranston Public Schools to eliminate the exposure of students and school employees to the school-site health hazard of tobacco smoke and other tobacco usage. Therefore, Cranston Public Schools will be a tobacco-free school environment effective September 1, 1994. There will be no tobacco product usage by a person in the Cranston Public Schools.~~

I. Definition

- ~~A. "School or schools" shall mean any non-residential school building, public or private, of any city or town community educational system regulated, directly or secondarily, by the Rhode Island Board of Regents for Elementary and Secondary Education or the Rhode Island Department of Elementary and Secondary Education or any other state education board or local city or town school board or school committee or other legal educational sub-division acting thereunder. As used herein, the term "school or schools" shall also include but not be limited to school playgrounds, school administration buildings, indoor school athletic facilities, school gymnasiums, school locker rooms, school buses, other school vehicles other school buildings whose use is not primarily residential and outside areas within twenty-five (25) feet of any school building.~~
- ~~B. "Person" shall mean any person or persons including, but not limited to contract or other workers on school property, school students, school administrators, school employees, school faculty and school visitors.~~
- ~~C. "Tobacco product usage" shall mean the smoking or use of any substance or item which contains tobacco, including but not limited to cigarettes, cigars, pipes, or other smoking tobacco, or the use of snuff or smokeless tobacco, or having in one's possession a lighted cigarette, cigar, pipe, or other substance or item containing tobacco.~~

~~Legal Reference: Rhode Island General Laws 20.9 Policy 1331 Smoke Free Environment~~

Smoke Free Environment

II. Enforcement Procedures

A. Students:

~~As specified in the Elementary Pupils Conduct Code or Disciplinary Procedure for Secondary Schools, whichever is appropriate.~~

B. Staff:

~~First Offense — The principal/administrator/supervisor shall inform the staff person of the “Smoking Restrictions in Schools Act”. The school principal/administrator/supervisor will encourage staff member to participate in a smoking cessation program.~~

~~Second Offense — Verbal warning by principal/administrator/supervisor will follow up with a letter within three days of the violation; the principal/administrator will encourage staff member to participate in a smoking cessation program.~~

~~Third Offense — One day suspension without pay; the school principal/administrator/supervisor will encourage staff member to participate in a smoking cessation program.~~

~~Fourth Offense — Employee subject to further disciplinary action up to and including discharge. The school principal/administrator/supervisor will encourage staff member to participate in a smoking cessation program.~~

~~C. Citizen/School Visitor:~~

- ~~1. A verbal request to stop smoking or to stop the use of other tobacco products on the school district site.~~
- ~~2. Upon refusal to comply, a report will be made to the person in charge who will issue a second verbal warning.~~
- ~~3. If the second verbal warning is not adhered to, the person in charge will direct the citizen to leave the site. Should non-compliance result, local law enforcement personnel will be called.~~

Legal Reference: RIGL 20.9
Regulation Adopted: 6/20/94 (Res. No. 94-6-49)

CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND

Community Relations**Police Department**

A cooperative effort shall be maintained between the officials of the school district and law enforcement agencies. It is paramount that the rights of the school, the home, the civil authorities, and of the individual be clearly understood and protected.

The Superintendent is instructed to formulate administrative regulations which will implement this policy.

Policy Adopted: 3/20/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Use of School Buildings by School and Non-School Based Organizations Policy

Rules, Regulations, and General Information

All authorized persons or organizations must comply with the following rules and regulations for use of school buildings. The Cranston School Department, the Superintendent and/or School Committee reserves the right to make changes and/or additions to these rules and regulations if deemed appropriate for the safe use of school buildings.

TERMS AND CONDITIONS

General

1. No permit will be confirmed until it has been approved by the Superintendent or his/her designee and has been processed and approved through the application process.
2. Facility Request Permits must be filed at least thirty (30) school days prior to the date of the desired request. Requests cannot be made through school custodians or other school personnel.
3. No permits will be issued to any persons under the age of 21.
4. The applicant shall assume and accept all legal responsibilities and necessary costs resulting from its activities including full responsibility for damage or theft that occurs during their use of the building as a result of the actions of any member of their group.
5. The applicant shall assume and accept all terms and conditions and responsibilities listed under "Physical Site" and "Supervision and Behavior" for the actions of any member of their group during their use of the building.
6. There are certain restrictions upon the use of school property and the building. The applicant is solely responsible for the fulfillment of the regulations of the following:
 - a. State Department of Public Safety
 - b. State and Local Fire Laws
 - c. State and Local Police Laws
 - d. Internal Revenue Admission Laws
 - e. State Laws Relating to Rental of School Facilities
7. The applicant may be required to have a police officer or firefighter in attendance. **[SEE - Fire Safety Regulations, Police Safety Regulations]** The applicant is responsible for any fees associated with these arrangements.

8. There shall be no parking or driving on any school property in conjunction with any function except as specified by the custodian or police officer on duty, or as approved by the Cranston Public Schools.
9. Unanticipated use after 10:00 p.m. may be subject to additional charges.
10. Cranston Public Schools does not loan school materials and equipment to individuals or groups.

Accessing the Requested Facility

1. Applicant must have their approved and date-valid request form available at all times.
2. Entry into a facility will not be permitted until the applicant responsible is present, and at the conclusion, the applicant must remain until the last attendee has left the school building.
3. School buildings will only be opened to authorized “applicant” and at such time the “applicant” will be responsible for the actions of the event attendees.
4. Entrance to the property shall be permitted ONLY via the main (front) doors of the school in use. All doors to the facility shall remain LOCKED at all times, except that custodial personnel shall unlock main entry doors for entrance by authorized groups as scheduled (fifteen minutes before and after scheduled start)
5. The permit is issued for a stated period of time and the user must abide by the time. Cranston Public Schools reserves the right to stop any event going past the time stated on the permit issued.

Cancellation Rights

1. Phone and written notification of cancellation is required 24 hours before the scheduled event.
2. If the event is scheduled to be held on Saturday, Sunday, or a holiday, notification must be made 48 hours in advance.
3. Cancellations must be made to both the Superintendent’s office and the Plant Operations office by phone.

Cranston School District Rights of Cancellation

1. When schools are closed for inclement weather, all activities are cancelled.
2. Cranston Public Schools have the Absolute Right of Cancellation/termination or to make necessary changes in the event of an emergency of any permit if the facility becomes unavailable. Should such termination take place, Cranston Public Schools shall not be held liable for any lost income, losses incurred, or otherwise any damages as a result of termination of the permit.

3. Cranston Public Schools will cancel the reservation of any organization whose chaperones fail to enforce the policies, regulations, and rules regarding the use of facilities.
4. Approvals are subject to change at any time based upon the rescheduling of RI Interscholastic Athletics, team practices, or school-related activities or events.

PHYSICAL SITE TERMS AND CONDITIONS

Specified areas

Use of the facilities is limited to the area specified in the Facilities Use Request Form.

Property, Furniture, Equipment, Decorations, Special Equipment, Accidents, and Damage to Building

1. Applicant must leave clean and free of damage, all property, equipment, walls and furnishings. Any damages sustained to the facility and/or equipment during its use will be considered the responsibility of the applicant.
 - a. CPS will bill applicant for the repair and/or replacement of any damage, destruction, or loss of school department property and equipment.
 - b. CPS will bill the applicant for cleaning beyond what is considered routine.
2. Applicant must return furniture and equipment to their proper places and remove all temporary decorations upon an event's completion and leave the facility in the condition in which it was found.
3. Applicant must receive prior approval in writing by the Superintendent or designee to bring special equipment, decorations, electrical fixtures, electrical equipment, or make any changes or modifications of school facilities to a specific area on the Facility Use Application.
 - a. If approved, such equipment and/or decorations are the responsibility of the applicant and must be removed immediately following the event.
 - b. Applicant may use only masking tape to affix decorations or other approved objects from ceilings & walls.
 - c. Applicant may not tie into circuit breaker panels.
4. All animals are prohibited from all school grounds with the exception of service dogs, canine units, etc.

Smoking, Use of Tobacco

Use of tobacco or smoking is prohibited anytime and anywhere in school buildings and on school grounds.

Alcohol

Alcohol is prohibited anytime and anywhere in school buildings and on school grounds.

Food and Beverages

1. Food and beverages are not allowed in any area of the school buildings, including gymnasiums, with the exception of school cafeterias or other areas by prior approval.
2. Food and beverages cannot be sold or served on school premises unless permission is granted by the Superintendent or his/her designee of Cranston Public Schools.
3. If such sale is approved, all health regulations and permits, local or otherwise, must be adhered to at all times.
4. Applicant is responsible for contacting the Board of Health to determine if a temporary food permit or license fee is required for any event that involves the sale or distribution of food.

Vending, Selling, Exhibitions, Displays

1. Applicants may not engage in vending, free “give-aways”, exhibiting or displaying products, etc., including commercial advertisements without specific approval through the application process.
2. Applicants are responsible for any additional approvals required by the Town’s Health Official.

School Phones

1. School phones are not available for applicants. In an emergency, the School Principal or the custodian-in-charge may permit phone use, if accessible.
2. Applicants should possess alternative communication devices such as cell phones.

School Technology

Applicants may not use school technology or other related equipment.

High School Auditorium

1. Applicant may be required to have a police officer or fireman in attendance [**SEE next page - Fire Safety Regulations, Police Safety Regulations.**]
2. Stage curtains, lights, specialized sound and lighting auditorium equipment, and sliding wall panels shall be manipulated by authorized school personnel only.
3. Pianos are not to be moved without specific authorization. Organizations should request that pianos be moved on the application.
4. No refreshments may be served or taken into the auditorium.

5. Organizations may not place or allow to be placed any nails, tacks, screws, or other fasteners.
6. No part of the building shall be defaced; no substance shall be applied to the floors.

Gymnasiums are intended for athletic use.

1. Applicant may be required to have a police officer or firefighter in attendance [**SEE next page - Fire Safety Regulations, Police Safety Regulations.**]
2. No approval for gymnasium &/or athletic facilities will be granted / confirmed any earlier than thirty (30) days from date of applicant's event.
3. Groups will furnish their own equipment, etc., and will not use apparatus (ropes, ladder, etc.) unless specifically authorized on the permit.
4. Users will wear appropriate athletic footwear on any gymnasium - playing surface. Street shoes are not allowed on the gym floor and participants cannot wear cleats of any kind inside any school.
5. No refreshments – food or drink - may be served in or taken into the gymnasium.; unless previously approved on application.
6. Organizations may not place or allow to be placed any nails, tacks, screws, or other fasteners.
7. No part of the building shall be defaced; no substance shall be applied to the floors.
8. Spectators are not permitted on the playing surface.
9. Applicants are responsible for the conduct of their members and spectators.
10. Adult chaperones are required in locker rooms, if in use. Applicants are responsible for the conduct, and any related damage, of those using the locker rooms.
11. Applicants renting a gymnasium or athletic facility must provide first aid kits.

Kitchen Support and Equipment: Internal school programs only.

1. Internal school programs/groups may request use of the kitchen equipment in the cafeterias with a minimum of one (1) school-qualified safety-certified food service employee on duty. The group is responsible for associated fees. Any damage or additional cleanup costs necessary to facility or equipment will be charged to the group.
2. A school-qualified safety-certified food service employee must be assigned to any event/function that the kitchen area is requested and will be assigned by the Food Service Director or his/her designee.

“SUPERVISION AND BEHAVIOR” TERMS AND CONDITIONS

1. The applicant must be present throughout the time the facilities are being used.
2. Adult supervision (21 years or older) shall be provided at all events and said supervision must be present throughout the event. Entry into a facility will not be permitted until the applicant responsible is present, and at the conclusion, the applicant must remain until the last attendee has left the school building.
3. The applicant shall be directly responsible for and accept responsibility for the supervision, behavior/decorum, and discipline of person(s) using the facilities and/or attending activities under their sponsorship. The applicant's responsibility shall include, but is not limited to, the following:
 - a. Minors must be adequately chaperoned by responsible adults.
 - b. Applicant / chaperones must be present the entire time minors are on the premises.
 - c. When minors are using a facility, they are required to have adult supervision on a 1 to 15 ratio basis.
 - d. The District expects Applicant /chaperones to enforce all policies, regulations and rules of Cranston Public Schools and use sound judgment to ensure the safety and well-being of all those in attendance.
 - e. All children including siblings of participants are NOT ALLOWED in school facilities without a parent or responsible adult.
4. All use shall be conducted in a manner designed to ensure the safety of those involved.

NOTE: CPS will cancel the reservation of any organization whose chaperones fail to enforce the policies, regulations, and rules regarding the use of facilities.

Fire Safety Regulations

1. On an event-by-event basis, in the absence of unusual hazard, the Fire Chief will determine the need for the presence of firemen according to city rules and regulations. The applicant will be required to pay for one or more uniformed firefighters as stipulated.
2. Use of matches, candles, incense, pyrotechnics, open flames/smoke are strictly prohibited in any school location.
3. Total admittance for any single performance shall not exceed the maximum seating capacity of the facility in use.

Police Safety Regulations

1. Whenever police are required by CPS, the applicant will be responsible for associated fees. Applicant will be billed by the Police Department.
2. Any vehicle parked in a fire lane, no parking zone, or in front of a private driveway will be towed at the owner's expense.

Custodial Support

1. School custodians are required to be on duty at all times when a school building is in use. Custodians shall not be asked to grant special privileges which are not specifically designated on the permit.
2. Under no circumstance shall a custodian, either on regular duty or assigned for a specific event, be responsible for supervision of participants before, during, or after an event.
3. A custodian on his/her regular duty will not be available for service during the time of the use and have no responsibility to groups, as they have regular duties to be completed, except in the case of an emergency. He/she will be limited to opening/closing the building for the applicant.
4. For events that require the services of an assigned custodian, the number of custodians shall be determined by the Superintendent and Head of Plant Operations and will be determined from the information provided by the organization on the application form.
5. The custodian on an assigned duty shall be responsible for the supervision of the building and equipment, safety precautions in the building, cleaning of the building after its use, and for any services required by the applicant in accordance with the use of the facilities approval.

Accident, Liability, and Insurance Certificates

1. User groups other than those specifically exempted by the School Committee must present the Cranston Public School Department with an accident and liability policy insuring the agency, School Committee, the Cranston Public School Department, and the City of Cranston for and from any liability for personal injuries and/or property damage which may result during the time the agency is using the facilities of Cranston Public Schools.
2. Certificate of Insurance provided to the School Department must show evidence of insurance for property damage, liability, and medical liability and name the Cranston School Department and the City of Cranston as Additional Insured's to the user group's policy. The minimum amount of coverage acceptable shall be \$200,000 for property damage, \$1,000,000 per occurrence with a \$3,000,000 annual aggregate for liability and \$10,000 for medical payments liability. (See pages 15-17, Tenant Users Liability Insurance)

ELIGIBILITY, USER GROUPS, BUILDING HOURS, AVAILABILITY

Cranston Public School Department will consider facilities use eligibility upon the following criteria:

- a. School need for special events
- b. Community need for special events
- c. Date of COMPLETED application
- d. Season of the sport or activity

Eligibility –User Groups

1. The Superintendent of Schools and/or designee is hereby authorized to permit the use of CPS facilities under the condition that the use of public school facilities for school-related purposes will take precedence over all outside use.
2. The CPS will endeavor to permit use of facilities on an equitable basis and accommodate the needs of applicants wherever possible.
3. The use of school facilities will not interfere with the normal operation of school even when such activities are scheduled after building use has been approved.
4. The School Committee and Superintendent retain the right to deny the use of school facilities to any group if it deems the use is detrimental to the interest of the community or interferes with the operation of the schools.
5. The following groups are eligible for the use of school facilities:

GROUP I

- Internal School Programs
- Approved Municipal Department meetings
- School organized programs that involve co-curricular or extra-curricular activities that are supervised and/or coordinated by school department employee(s) and sanctioned by the school department. [ie. Student Council / Athletic Teams / Sanctioned Clubs, etc.]
- Approved municipal department meetings such as Town Council meetings with stipulations.
-

GROUP II

- School-Based Organizations
- Volunteer groups tied to the CPSD that support school-based programs and that are sanctioned and recognized by the Superintendent as such. [ie., PTO/Athletic Booster Clubs, etc.]

GROUP III

- Non–Profit Organizations
- Local municipal Parks & Recreation programs as well as all volunteer, non-profit organization groups.
- 75% of participants of this category must be town residents. [ie., CLCF, YMCA)

GROUP IV

- Non–Profit and For-Profit Organizations

- Non-profit organizations facilitated by compensated directors or coaches.
- All for-profit group must be located in the State of Rhode Island.
- All for-profit profit organizations wishing to rent our facilities must be located within Rhode Island.

School Year “Building Hours”

“Building Hours” are 7:00 a.m. to 9:00 p.m. and are school year hours, excluding weekends, holidays, election days, and vacations and are subject to change.

Availability

1. School facilities are not available for non-school use on all Federal and Rhode Island holidays. The Superintendent or designee may waive the facility availability on a holiday, if he/she deems the request to be an extraordinary event and custodial coverage can be obtained.
2. Summer rental requests are rarely granted so that all schools can be cleaned and repairs made for fall use.

USER FEE SCHEDULE

Rates/Fees - Payment Terms & Conditions

When school buildings are used for the purpose other than for school use, fees are charged to help cover the cost of additional expenses, including but not limited to;

- heat
- lights
- other operating expenses
- wear and tear - replacement or repair costs
- maintenance of the facility - upkeep
- custodial services
- maintenance supplies that are incurred by the public school system.

Therefore, charges are made by CPS to cover these costs.

Exceptions

1. The use of public school facilities for school [group] related purposes will take precedence over all outside use and are exempt from all charges with the exceptions as noted.
2. If the school function takes place outside the normal building hours of the custodial coverage.
3. If the school function requires set-up and/or clean-up.

4. If the school function requires custodial services throughout the event.
5. If the school function requires the staffing of the Food Service Department.

Approved municipal department meetings are exempt from all charges with exceptions as noted:

1. If a requested use of a school building takes place outside the normal building hours of the custodial coverage.
2. If a requested use of a school building requires set-up and/or clean-up.
3. If a requested use of a school building requires custodial services throughout the event.
4. If a requested use of a school building requires the staffing of the Food Service Department.
5. The district PTO's are exempt from use of facility charges for monthly PTO events.
6. Use of facilities for emergency purposes for the Emergency Management Association (EMA) will be established in a separate Memorandum of Agreement.
7. The School Committee and Superintendent retain the right to deny the use of school facilities to any group if it deems the use is detrimental to the interest of the community or interferes with the operation of the schools.
8. The Facility Use Fee Schedule is outlined on the following page.

Custodial Fee Guidelines

1. Custodial/Supervisor Service: To perform duties that are specifically related to facility usage, including preparation set-up and break-down time, which shall be charged to the applicant per Fee Schedule; except that custodian(s) may not be required during athletic team practices or other extra-curricular activity under the direction of the team coach or a teacher respectively. Custodial fees will be charged when;
 - a. Beyond their normal shift hours; or
 - b. When it is determined the applicant is required to have an assigned custodian to an activity or event even when occurring during normal shift hours.
 - c. When there is no regular shift assignment for custodians.
2. Subject to negotiations for long term/multiple use requests.
3. If a custodian is in the building during normal working hours then the custodial hourly rate would be a minimum of one (1) hour to allow for cleanup of the area used.

4. Any time a custodian is needed outside of normal scheduled working hours and/or if a custodian is needed during the event then the Three (3) hour minimum rate would apply. Billing may be subject to change based on the event needs.
5. If food or beverages are being served during the use of the facilities then the 3 hour minimum custodial fee would apply.
6. An additional One (1) hour custodial fee will apply during non-work hours for clean-up after the event is over.

USER FEES

The following fees are established for use of facilities. These fees are in addition to the custodial hourly rate fees and/or technician fees.

A. FACILITY

Classrooms	\$10 per hour and Custodial Hourly Rate
Gymnasium	\$35 per hour and Custodial Hourly Rate
Cafeteria	\$20 per hour and Custodial Hourly Rate
Auditorium	\$200 per hour and Custodial Hourly Rate
Computer Lab	\$20 per hour and Custodial Hourly Rate
Pool Facilities	\$25 per hour and Custodial Hourly Rate
Outdoor/Grounds	\$15 per hour and Custodial Hourly Rate
Auditorium Technician	\$20 per hour and Custodial Hourly Rate
Computer Lab Technician	\$28 per hour and Custodial Hourly Rate

APPLICATION AND APPROVAL PROCESS

Obtaining Application

A Facility Use Application Form may be downloaded from this site or may be requested from the Plant Operations office, website, and/or the office of any School Principal.

Facility Application Process

Applications must be submitted at least thirty (30) calendar days in advance of the anticipated date of use via the office of the principal in the facility to be used.

Submission

The Facility Use Application Form must be “filled out” completely. If the Facility Use Application Form is missing any required information, the permit process may be delayed.

Any person, organization, or group - Applicant - wishing to use a facility of the CPS must:

- a. Complete the “Facility Use Application Form.”
- b. Attach required Insurance Certificate if applicable.
- c. After all necessary approvals are obtained, and the Facility Use Application Form is approved/disapproved, the Plant Operations Office will forward a copy of the permit to the applicant.
- d. Applicants requesting repeated facility usage may file a single facility use request form which lists all dates requested.

Signature

The applicant’s signature on the Facility Use Application Form verifies acceptance of the billing as well as provides confirmation that the requestor has read, understands, and will abide by the Rules and Regulations governing Cranston Public Schools use of facilities.

Response

1. The Superintendent, or designee, shall review and either approve or deny the request for facility use.
2. The Superintendent shall determine the need for a representative(s) of the school district to be present during the use of school facilities.
3. The Superintendent of Schools and School Committee reserve the right to cancel any approved use of school facilities for violation of the listed terms and conditions.
4. All information sent to the applicant should be reviewed, and if the applicant has any questions, he/she must contact the Plant Operations Office for assistance.

The Cranston Public School Department will consider facilities use upon the following criteria:

- a. School need for special events
- b. Community need for special events
- c. Date of COMPLETED application
- d. Season of the sport or activity
- e. An application may be denied for any, but not limited to, the following reasons:

- i. Space availability limitations on the day(s), hour(s), and area(s) required to meet the applicant's needs.
 - ii. Failure to submit a completed application request within the stipulated 30 day time frame
5. Approvals are subject to change at any time based upon the rescheduling of RI Interscholastic Athletics, team practices, or school-related activities or events.
6. When schools are closed for inclement weather, all activities are cancelled.

Office use only: Date submitted: _____ Name: _____
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CRANSTON PUBLIC SCHOOLS APPLICATION FOR USE OF SCHOOL BUILDINGS

Step 1 of 6: Contact Information (Please print legibly)

Name of Individual Applicant and Group Name Requesting Use: _____

Group Representative/Title: _____

Your requested GROUP classification {refer to user group descriptions/criteria to determine your group -

Group 1 . _____ Group 2 . _____ Group 3 . _____ Group 4 . _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone:(____) _____ Evening Phone:(____) _____

Cell Phone :(____) _____ E-mail: _____

Step 2 of 6: Activity/Event Description

Purpose of event: _____

Is this event sponsored by the Cranston Public Schools? .Yes _____ No _____

Expected Attendance: _____

Describe event: _____

Will the public be admitted? Yes ___ No ___

Will a fee be charged for admission? Yes___ No ___ (If yes to, admission charge: \$ _____)

Is this event a fundraising activity? Yes ___ No ____ (If yes, please explain):

Is this a commercial (for-profit) event? Yes ___ No____ (If yes, please explain)

Step 3 of 6: Select Facility, Area and Equipment, Obtain Signatures

Date(s) Requested:

Day(s) (PLEASE CIRCLE): Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Entrance Time to Facility: _____ Start of Activity: _____

End of Activity: _____ Time Exiting Facility: _____

GROUPS USING SCHOOL FACILITIES MUST CONCLUDE THEIR ACTIVITIES BY 10:00 P.M.

Check all that apply

Facility Requested:

Elementary School (name): _____

Middle School (name): _____

High School (name): _____

Other: _____

Area(s) Requested (check all that apply)

<input type="checkbox"/>	Auditorium	<input type="checkbox"/>	Cafeteria
<input type="checkbox"/>	Classroom	<input type="checkbox"/>	Gymnasium
<input type="checkbox"/>	Kitchen	<input type="checkbox"/>	Locker Room
<input type="checkbox"/>	Other	<input type="checkbox"/>	

If other, please list specific details: _____

Equipment Requested:

<input type="checkbox"/>	Stage Lighting	<input type="checkbox"/>	P.A. System
<input type="checkbox"/>	Other	<input type="checkbox"/>	

If other, please list specific details: _____

Step 4 of 6: Submit Complete Application Packet

Must be submitted thirty (30) days prior to activity or event. Complete packet includes:

- a. Signed and completed application
- b. Certificate of Insurance with a minimum of \$1,000,000 for general liability coverage (covering bodily injury and property damage combined, and personal injury) naming Cranston School Department as an additional insured, unless otherwise requested.
- c. Additional documentation as necessary. If a "Group 3" applicant – attach roster with all coach/supervisory information such as names, addresses, phone numbers; and names, addresses, phone numbers of participants.

Step 5 of 6: Requestor Signature

It is understood through the submission and signature on this application that:

1. Additional charges may result after the use of facilities (e.g., cleanup, damages, etc.)
2. Total fees are due at least two (2) weeks prior to the planned event date(s), unless otherwise approved; no organization will be permitted to use school facilities if an unpaid charge exists from a prior use.
3. Any damages sustained to the facility during its use will be considered the responsibility of the organization, and will be billed for any repairs needed to restore the facility to its original condition.

(Note – checks should be made payable to Cranston School Department; no cash will be accepted.)

_____ Yes I have read the School Committee Policy, Rules and Regulations governing School Facilities Use.

_____ I understand that I and the organization I represent accept responsibility for compliance with the Cranston School Committee policies and regulations contained within as well as applicable laws, and payment of fees (if applicable, and subject to additional assessment in the event of damages) associated with the foregoing use of school facilities. Failure to do so may result in forfeiture of permit or failure of future school usage. I understand that the requested permit may need to be changed or cancelled to accommodate school groups/functions as outlined in School Committee policy and regulations.

Signature of Applicant

Date

Print Name

NOTE: Upon approval of this request, THIS FORM WILL BECOME A BINDING CONTRACT.

FOR OFFICIAL USE ONLY

Step 6 of 6: Obtain Fire/Police Protection –this section is completed by the Superintendent and/or Police/Fire Chief only. The Superintendent will determine if police coverage is required.

1. Central Office will contact local fire officials directly to determine if coverage is necessary.
2. Payment for these services is the responsibility of the individual/group requesting use of the building.

_____ Police coverage required _____ Fire coverage required
_____ Police coverage NOT required _____ Fire coverage NOT required

ALL appropriate approvals and signatures are required in order as listed below, before FINAL submission to the Superintendent.

1. Building Principal

Name of School Requested: _____ Available: _____ Yes _____ No

Additional Comments: _____

Signature Date

2. Athletic Director [for gym and field use]

Name of facility/field Requested: _____ Available: _____ Yes _____ No

Additional Comments: _____

Signature Date

3. Plant Operations

Approval: _____ Yes _____ No

Additional Comments: _____

Attach fee schedule backup: Yes

Facility Use Fee: \$_____ Equipment Use Fee: \$_____

School Personnel Fee: \$_____ Total: \$_____

Signature

Date

4. Superintendent

Approval: _____Yes _____No

Additional Comments: _____

Signature

Date